



NAVAJO COUNTY Human Resources



Reference: Personnel Policies Manual Section: 5.4 Safety	Procedures: Facility Safety Inspection
Document No: HR-Safety 05/06-006	Effective Date: March 1, 2006

FACILITY SAFETY INSPECTION

Location: _____ Date: _____ Phone: _____
Supervisor: _____ Department: _____
Inspector: _____ JobTitle: _____

Y N N/A

ADMINISTRATION

- ☐ ☐ ☐ Have all employees received General Safety Training? (Fire, storm, VDTs, lifting, emergency evacuation, etc.)?
- ☐ ☐ ☐ Are all employees familiar with the use of MSDS sheets?
- ☐ ☐ ☐ Have all employees been instructed in how to operate the equipment they are required to use?
- ☐ ☐ ☐ Have all employees been trained in how to protect themselves from the hazards identified in their work area?
- ☐ ☐ ☐ Are all employees current on any specialized training (lockout, confined spaces, respirators, etc.) needed?
- ☐ ☐ ☐ Are all training records complete and current for each employee?
- ☐ ☐ ☐ Do all employees have access to the Departmental Safety Procedures binder and know their responsibilities?
- ☐ ☐ ☐ Are Lockout/Tagout logs up to date and reviewed annually?
- ☐ ☐ ☐ Are confined space permits filed and reviewed annually?
- ☐ ☐ ☐ Are respiratory protection records up to date?
- ☐ ☐ ☐ Are the ICA and Federal Information Poster, Workers' Compensation Bulletin, and Annual Injury & Illness Summaries posted?

FIRE / LIFE SAFETY

- ☐ ☐ ☐ Are all fire exits clearly marked and unobstructed? Are the exit lights functional?
- ☐ ☐ ☐ Are emergency lights properly mounted and functional?
- ☐ ☐ ☐ Are dead ends clearly marked "NO EXIT"?
- ☐ ☐ ☐ Are exit route maps posted?
- ☐ ☐ ☐ Are all aisles cleared with at least a 44-inch pathway and building exit corridors completely cleared?
- ☐ ☐ ☐ Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
- ☐ ☐ ☐ Are all flammable liquids/solvents/gasoline in excess of 10 one-gallon containers (or ten gallons total) stored in approved flammable storage cabinets?

Y N N/A

FIRE / LIFE SAFETY

- ☐ ☐ ☐ Are spray-painting operations, which employ flammable materials, conducted inside approved spray booths?
- ☐ ☐ ☐ Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
- ☐ ☐ ☐ Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources?
- ☐ ☐ ☐ Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open, etc.)?
- ☐ ☐ ☐ Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
- ☐ ☐ ☐ Is there an inspection card attached to each fire extinguisher, and are monthly inspections properly documented, is the annual maintenance current?
- ☐ ☐ ☐ _____

ELECTRICAL SAFETY

- ☐ ☐ ☐ Are all plugs, cords, and receptacles in good condition (covers are in place, no exposed conductors or broken insulation, no tape on cords)?
- ☐ ☐ ☐ Are all circuit breaker and power disconnect panels accessible (36 inches clear space) and labeled, with interior labels identifying the function of each switch?
- ☐ ☐ ☐ Are plug adapters/expanders banned? (Install additional outlets.)
- ☐ ☐ ☐ Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
- ☐ ☐ ☐ Are Ground Fault Circuit Interrupters available for use in wet areas?
- ☐ ☐ ☐ Are all light fixtures lower than eight feet protected with bulb covers?
- ☐ ☐ ☐ Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are forbidden for permanent equipment. Install additional outlets to reach equipment. Do not link extension cords together.)
- ☐ ☐ ☐ _____

MACHINE SAFETY

- ☐ ☐ ☐ Is defective equipment promptly repaired? (If the defects pose imminent danger, removed from service.)
- ☐ ☐ ☐ Are all machine guards for belts, gears, and points of operation in place and adjusted properly?
- ☐ ☐ ☐ Are portable and table saw guards functional and in place?
- ☐ ☐ ☐ Are machine and tool switches safe (easy access to disengage and stay off if de-energized and re-started)?
- ☐ ☐ ☐ Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?

Y N N/A

MACHINE SAFETY

- ☐ ☐ ☐ Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
- ☐ ☐ ☐ Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely? Are weight limits clearly labeled?
- ☐ ☐ ☐ _____

GENERAL SAFETY

- ☐ ☐ ☐ Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- ☐ ☐ ☐ Are cabinets, shelves, and equipment greater than 5 feet high secured to prevent toppling? Are storage shelves marked with weight limit?
- ☐ ☐ ☐ Are stacked and shelved items stored to prevent falling? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
- ☐ ☐ ☐ Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
- ☐ ☐ ☐ Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
- ☐ ☐ ☐ Do permanent ladders have fall protection?
- ☐ ☐ ☐ Are potable water, soap, and towels available for employee hand washing?
- ☐ ☐ ☐ Are all plumbing fixtures served by industrial water labeled to prohibit drinking?
- ☐ ☐ ☐ Are forklifts inspected frequently for defects, equipped with proper safety devices, and operated safely?
- ☐ ☐ ☐ Are excessive noise levels adequately controlled?
- ☐ ☐ ☐ Are noise, eye, respiratory hazard signs posted?
- ☐ ☐ ☐ Is all Personal Protective Equipment (PPE) properly cleaned and stored?
- ☐ ☐ ☐ Are portable ladders inspected daily prior to use?
- ☐ ☐ ☐ Is an approved first aid kit available and its location known to all employees?
- ☐ ☐ ☐ Are cross-connections between potable water end sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?
- ☐ ☐ ☐ Are confined spaces properly marked?

Y N N/A

HAZARDOUS MATERIALS / PERSONAL PROTECTION

- ☐ ☐ ☐ Are chemicals stored to prevent spills?
- ☐ ☐ ☐ Are chemicals labeled and handled safely to reduce employee exposure?
- ☐ ☐ ☐ Are chemicals separated by hazard class (acids, bases, oxidizers, flammables, etc.)?
- ☐ ☐ ☐ Are chemicals inventoried with copies provided to Risk Management?
- ☐ ☐ ☐ Are chemical wastes properly segregated and stored with County hazardous waste tags attached to the containers?
- ☐ ☐ ☐ Are all hazardous wastes properly disposed of and not poured into the sewer system?

Y N N/A

HAZARDOUS MATERIALS / PERSONAL PROTECTION

- ☐ ☐ ☐ Is a plumbed emergency shower available within 10 seconds of areas where chemicals may splash on an employee? Is a current inspection tag attached?
- ☐ ☐ ☐ Are portable emergency eyewash units available for field work? Are current inspection tags attached?
- ☐ ☐ ☐ Are gloves suitable for the hazard warranting protection available (chemicals, heat, friction, etc.)?
- ☐ ☐ ☐ Is eye protection suitable for the hazard warranting protection available (welding, chemicals, particulates, etc.)?
- ☐ ☐ ☐ Is an emergency eyewash available within 10 seconds of all chemical splash or mechanical hazards (grinding operations, etc.)?
- ☐ ☐ ☐ Is hearing protection suitable for the hazards warranting protection available?
- ☐ ☐ ☐ Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
- ☐ ☐ ☐ Are appropriate hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
- ☐ ☐ ☐ Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
- ☐ ☐ ☐ Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?
- ☐ ☐ ☐ Are respirators cleaned and stored properly?

OTHER

- ☐ ☐ ☐ _____
- ☐ ☐ ☐ _____
- ☐ ☐ ☐ _____

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